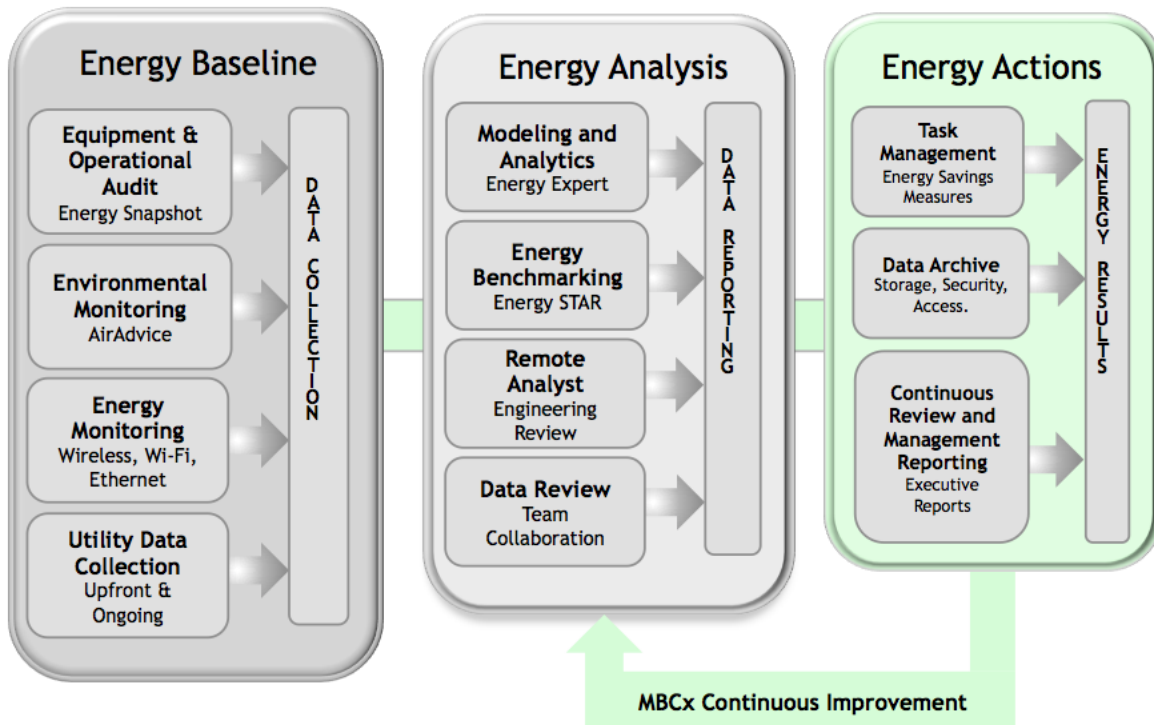# Northwrite Summary of Process and Services

Hosted, Startup and Additional Services
A summary of the NorthWrite MBCx process is shown in the graphic below. Each step in the process is designed to minimize the disruption to your operations and quickly drive the program towards measurable, persistent savings.

Scope of Work (For Each Site)
I. Program Kick-Off

Meet via a web meeting to discuss all aspects of the project, reviewing each task and clarifying assignments.

- *Timeline:* Program timeframe should be confirmed as soon as practical after agreement is executed.
- *Deliverable*: A clear project plan including task detail, schedule, assignments, and agreement on project management methods.
- *Responsibility*: Program led by NorthWrite, with participation from your team members.

II. Energy Baseline

Collection of utility billing data, completion of online building site survey, and installation of monitoring and metering hardware.

- *Timeline:* Within 30 days of Program Kick-Off.
- *Deliverable:* Collection of all background data and completion of energy and environmental monitoring required to assess current and ongoing energy performance.
- *Responsibility:* You will be responsible for:
  - Providing 24 months of historical utility data (monthly bills and interval data, if available). You may provide, or sign a utility release to allow us to obtain directly from the utility.
  - Completing a short (online) building site survey

- Installing portable wireless sensing hardware for short-term environmental monitoring
- Installing a permanent communications gateway to collect and transmit 15-minute interval demand and consumption data

NorthWrite will:
- Provide sensor, monitoring, and communications hardware to complete short-term environmental monitoring and long-term energy monitoring
- Train and support your staff on the installation of short- and long-term monitoring equipment

III. Energy Analysis

Complete assessment of building energy use and operational performance to identify recommended actions to reduce energy waste in building. Load actions into online work order management system to facilitate implementation tracking.
- *Timeline:* Within 30 days of completion of Task 2.
- *Deliverable*: Recommended energy savings measures (ESMs).
- *Responsibility*: Led by NorthWrite, with some participation from your team members.

IV. Energy Actions

Implement recommended measures, focusing on low and no cost measures.
- *Timeline:* Within 30 days of completion of Task 3.
- *Deliverable:* Recommended ESMs implemented and documented via online work order management system, using either your system or one we will provide
- *Responsibility:* Led by you, with support from NorthWrite and outside contractors, if required.

V. MBCx Continuous Improvement

Using web-based software tools monitor the implementation of ESMs, track changes in energy performance, conduct ongoing analysis to identify additional savings opportunities, verify that expected savings are being achieved, and provide periodic reporting of results.
- *Timeline:* Monthly, Quarterly and Annually
- *Deliverable:* Complete status updates and re-assessment of building performance including:
  - Financial review of savings delivered, costs incurred, and return on investment
  - Re-baseline of building energy model as required
  - Re-assessment of building performance using onsite sensors to validate measures implemented and identify additional opportunities on a periodic basis
- *Responsibility*: Led by NorthWrite, with some participation of your team members.